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PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
02 November 1988 - 08 November 1988


I. Status of Tasks Assigned by Senior Management:

None.


II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

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A. The Office of Logistics, Printing and Photography Group (OL/P&PG) is currently printing the President-Elect Transition Papers. Printing of this job began on November 7th and completion of 22 copies is expected by Wednesday, 9 November. ~~This job has been given top priority by the Office of Current Production and Analytical Support (CPAS)~~ 

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B. On Friday, 4 November 1988, a member of the Office of Logistics, Printing and Photography Group (OL/P&PG) met with the Chief of DDS&T Personnel to discuss a future printing requirement. The request, for the Office of Special Projects, is for an Employee Handbook of Policies and Procedures. The publication will consist of approximately 200 pages of text with a black cover and a full color seal. P&PG will be printing 200 copies which will be bound with plastic combs and contain a section of index tabs. The projected completion date is 1 December 1988. 

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C. Arrangements are being made by the Office of Logistics, Printing and Photography Group (OL/P&PG) to have copiers installed in the two OIT Information Services Centers (ISC) in the south tower of the new Headquarters building. When the two south tower ISC become operational, only one copy center, planned for the Office of Security on the fourth floor remains to be installed. 

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D. During this reporting period the Office of Logistics, Printing and Photography Group (OL/P&PG), Copier Management Program took delivery of 24 new copiers and completed 32 copier replacements by having 32 older copiers picked up and returned to the contractors. New copier placements and removals will continue through the month of November. [REDACTED]

E. The Office of Logistics, Printing and Photography Group (OL/P&PG) has processed an urgent job for the DDA Management Staff consisting of forty oversized tables which had to be merged together and then reduced down to 8 1/2 x 14 for reproduction. The customer was pleased with the final product which represented a big improvement over the "do-it-yourself" process they had tried in the past. [REDACTED]

F. Personnel from the Office of Logistics, Printing and Photography Group (OL/P&PG) will brief several groups of contributors to the Congressional Budget Justification Books (CBBJ) when they are here for a tour of the Printing plant on 9 and 10 November. [REDACTED]

G. The Office of Logistics, Printing and Photography Group (OL/P&PG) has prepared five graphics consisting of a series of bar charts detailing types and amounts of FY-88 funding for Agency activities. These graphics were for use by the DDA to brief the Director of Central Intelligence (DCI) on Monday, 7 November. [REDACTED]

H. A priority request from the Office of Current Production and Analytical Support (CPAS) for two "Eyes Only" requests for briefing materials was processed by the the Office of Logistics, Printing and Photography Group (OL/P&PG) over the weekend. P&PG produced 61 vugraphs and 40 color prints for the first job and 48 vugraphs and 38 prints for the second job. The materials were needed to brief the Commander-in-Chief of the Strategic Air Command (CINCSAC). [REDACTED]

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61
48
109 vugraphs

40
38
78

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K. On Tuesday, 1 November, a representative of the Office of Personnel, Deputy Director for Employment (OP/DD/E) met with the Office of Logistics, Printing and Photography Group (OL/P&PG) to discuss production of an annual report for the Office of Personnel. This will be a rather extensive project, with numerous color graphics. A tentative date for proof copies has been set for 12 December. [REDACTED]

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III. Upcoming Events:

A. The Office of Logistics, Printing and Photography Group (OL/P&PG) has received an invitation from DI, Current Production and Analytical Support (CPAS) for six members of P&PG to attend a meeting to see their Intergraph map processing system. The meeting is of interest to P&PG because of the potential for transferring graphic and textual material electronically to P&PG for inclusion in CPAS publications. The meeting is scheduled for 10:30 on Thursday, 10 November. [REDACTED]

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25X1 B. Several representatives from the Office of Logistics, Printing and Photography Group (OL/P&PG) will tour the National Photographic Interpretation Center (NPIC) photographic facility on Tuesday, 15 November 1988. [REDACTED]

IV. Management Concerns and Activities:

25X1 Due to the unusually large amount of time required to process the President-Elect Transition Papers, the Office of Logistics, Printing and Photography Group (OL/P&PG) is experiencing a backlog in the layout area. The Intelligence Community Staff (ICS) and Current Production and Analytical Support (CPAS) are receiving top priority to maintain production schedules. [REDACTED]

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